



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

**POSITION AND DUTY****MOS:**

Inspector General NCO,
00F50

RANK/GRADE:**MSG/E8**

(Minimum: SFC/E7
currently on the EPS List)

☐**NATIONWIDE**☒

**CURRENT NCARNG
AGR SOLDIERS ONLY**

ANNOUNCEMENT #:

AGR-FTM 2013-48

UNIT, LOCATION, POC:

NGNC-SIG, JFHQ-HHD, Raleigh, NC

POC:MSG Christopher Mooring, (919) 664-6254

christopher.b.mooring.mil@mail.mil

OPENS:

17 May 2013

CLOSES:

14 June 2013

POSITION DESCRIPTION: Receives requests for assistance; conducts detailed inquiries into complaints. Assists the proponent of the Organizational Inspection Program (OIP) as required. Assists in the planning and coordination of sensing sessions and Staff Assistance Visits as required. Responsible for the supervision and mentorship of enlisted Soldiers within the Inspector General's Office. The Inspector General NCO will:

- Receive complaints, allegations, or requests for assistance and enter into Inspector General Action Request System (IGARs). Manage cases with minimal guidance and supervisory follow-up.
- Research regulatory guidance, DOD Directives, policy memorandums, internal standard operating procedures and DOD ethical guidance to identify issues, allegations, and IG appropriateness. Conduct preliminary analysis to determine evidence and facts.
- Conduct follow-up action on all cases to ensure completion and appropriate response. Upon case completion, enters functional code and category into Inspector General Database for analysis and determinations of trends.
- Serve as Information System Security Officer (ISSO) for the IG office.
- Ensure that all members are enrolled in appropriate ATRRS courses as required.
- Execute training and sensing sessions as directed.
- Serve as primary contact for all Office Army-related personnel actions such as OER, NCOER, promotions and leave processing.
- Maintain accountability of all section equipment, and distribute new equipment as required.
- Serve as alternate POC on Continuity of Operations Plan (COOP) and prepare as required.
- Assist in inspections and investigations as required.
- Serve as alternate POC for AFCOS, technician time input and office supply ordering.
- Perform specific case work, providing appropriate assistance to Soldiers, Airmen, Federal and Civilian Technicians, family members, and others that seek assistance in resolving problems related to the North Carolina National Guard.

QUALIFICATION REQUIREMENTS: Applicant must complete the Army Inspector General School within 30 days contingent on school slot availability. Must be a member of the Armed Forces. Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must have normal color vision. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 3 year Inspector General tour. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. **An E7 must already be on the (Senior) EPS List prior to applying for this position. E7s that are not on the (Senior) EPS List will not be considered.** Per AR 20-1, SM selected will submit IG Nomination Packet to be approved by the Department of the Army Inspector General Agency (DAIG). Applicant must meet all prerequisites of the most current AR 20-1, paragraph 2-3c. for NCOs.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered “**Not Qualified**” because of lack of information. HRO is not responsible for incomplete packets; however, applicants with incomplete packets will be notified by **email only** within 30 days of closing date of announcement with a suspense date. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to ng.nc.ncarng.mbx.hro-agr@mail.mil (in one attachment) no later than 1600 hours on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

AGR APPLICATION CHECKLIST

AGR SOLDIERS

- _____ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top of OTAGNC Form 690-101.**
- _____ Current NCARNG soldier? If not check whether announcement is nationwide.
 - _____ Is soldier currently under 18 months initial tour stabilization?
 - _____ If lateral transfer, is soldier MOSQ for vacant position?
 - _____ Signed and dated.
- _____ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- _____ Is soldier stabilized (SGT/SSG one year since last upward mobility assignment; SFC/MSG two years since last upward mobility assignment)?
 - _____ ASVAB scores match the qualification requirements for the announcement.
 - _____ If female applicant, is position open to females?
 - _____ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- _____ 3. Personnel Qualification Record.
- _____ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- _____ Passed APFT.
 - _____ DA Form 3349 Physical Profile (for alternate APFT).
 - _____ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- _____ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- _____ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- _____ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- _____ If newly promoted or missing rated time check for letter from Commander.
- _____ 8. Letter of Recommendation from Brigade AO.
- _____ 9. Current AGR Orders.

NOTE: Packets received without certification or signatures will be considered incomplete. If you are -deployed, submit a memo stating the followings: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). The following documents must be enclosed (photocopies only – do not send originals): NO BINDERS